



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

INFORMATION TECHNOLOGY ANALYST 3

ANNUAL \$76,409
SALARY: \$98,162

SALARY
GROUP: EU 30*

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 071630CRDJ

ANNUAL \$87,324
SALARY: \$112,185

SALARY
GROUP: FD 30*

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

(REISSUED WITH DATES FOR 2014 AND 2015)

PURPOSE OF CLASS: In a state agency Information Technology (IT) environment, this class is accountable for performing the most complex and technical support work and/or acting as a working supervisor of Information Technology Analysts engaged in information systems development or technical support.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Seven years of experience in information technology (IT) operations, programming, systems/software development or another IT related field.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the full professional working level with responsibility for performing a full range of complex technical support functions in one of the following areas: (1) Assisting in the design, implementation and management of a major communications network. (2) Providing technical and administrative support for a wide area network (WAN) or mini-computer system. (3) Assisting in the installation and maintenance of major sub-systems or installing and maintaining other host and/or network software. (4) Participating in the design and development of system applications. (5) Serving as a project coordinator responsible for coordinating the design, development, programming and implementation of moderately complex information systems projects. [Note: For state employees this is interpreted at the level of Information Technology Analyst 2.]

SUBSTITUTIONS ALLOWED: (1) **College** training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of four years. (2) A Master's degree in management information systems, computer science or electrical engineering may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and techniques of systems analysis, design, development, and computer programming; considerable knowledge of principles of information systems; considerable knowledge of principles and theories of business and planning functions; considerable knowledge of programming languages; considerable knowledge of project management principles and techniques; considerable knowledge of principles, problems and techniques of data processing and data communication operations; considerable knowledge of data processing and data communications equipment and diagnostic tools; considerable knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; considerable knowledge of principles of complex computer operating systems; knowledge of principles and techniques of business information systems re-engineering; knowledge of network protocols and architecture; knowledge of practices and issues of systems security and disaster recovery; knowledge of applications systems development principles and techniques; knowledge of principles and practices of data base management; considerable interpersonal skills; considerable oral and written communication skills; considerable problem solving skills; considerable technical problem solving skills; considerable analytical skills; considerable ability to prepare correspondence, manuals, reports and documentation; considerable ability to analyze and resolve operational and communications problems; considerable ability to analyze and debug complex software programs; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION AND EXAMINATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. List and describe positions (job titles) you have held separately, even if with the same employer. **Be sure to detail your experience in the following: (a) computer operations support, (b) computer programming, (c) designing, implementing and managing a major communications network, (d) providing technical and administrative support for a wide area network (WAN) or mini-computer system, (e) installation and maintenance of major sub-systems or installing and maintaining other host and/or network software, (f) designing and developing system applications, and (g) serving as a project coordinator responsible for coordinating the design, development, programming and implementation of information systems projects.** Clearly describe the work (duties) that you personally performed in each position. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked **by DECEMBER 18, 2014 for the FEBRUARY 6, 2015 grading date; by MARCH 18, 2015 for the APRIL 30, 2015 grading date; by JUNE 18, 2015 for the JULY 31, 2015 grading date; and by SEPTEMBER 18, 2015 for the OCTOBER 30 2015 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any one of the Offices of the Connecticut State Job Centers.

*NOTE: The full-time work week may be 35 or 40 hours depending on the position. The salary group for the 35 hour work week is EU and the salary group for the 40 hour work week is FD.

(Reissued October 2, 2014)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities, and military veterans.